

Send to <Responsible Pharmacist Email>

Subject

PRBWA Regn No. <Registration Number> - <Company Name> - Attention: <Responsible Pharmacist>

RENEWAL OF REGISTRATION OF THE PREMISES TO 30 JUNE 2024

Online application by the pharmacist with overall responsibility is open

Why do you need to make application?

- A pharmacy business must be carried on at premises registered by the Board.
Therefore, if:
 - you do NOT LODGE AN APPLICATION by the deadline date, 30 June 2023,
or
 - you lodge an application, but PAYMENT OF THE FEE IS NOT SETTLED by
30 June 2023,
then
 - the registration of the premises ends, and THE PHARMACY BUSINESS
MUST CLOSE ON 30 JUNE 2023.

When should you lodge your application?

- All things being equal, lodging **before 27 June 2023** should allow time for online processing before 30 June 2023, though it is recommended to lodge by 19 June 2023.

How much is the fee and when should it be paid?

- The fee is \$850.00.
- As the payment of the fee MUST be SETTLED by 30 June 2023, paying **before 27 June 2023** should allow time for clearing the payment into the Board's bank account by 30 June 2023, though it is recommended to pay by 19 June 2023.

Warnings

- If you DELAY lodgement and/or payment to 30 June 2023 and internet or any other issue hinders or prevents:
 - online processing, and/or
 - clearance of the payment,- you RISK the registration of the premises ending on 30 June 2023.
- **If the registration of the premises is NOT renewed by 30 June 2023:**
 - **the pharmacy business MUST close.**
 - **you will be BREAKING THE LAW if you open on or after 1 July 2023 without going through the process of lodging an application to establish a new pharmacy business and having it approved by the Board.**

Sample Application Form

- Because the online document MUST be completed in one session and to assist you in completing the online document, I recommend you first complete the sample copy on [the Board's website](#).

HOW DO I APPLY, PAY AND DOWNLOAD THE CERTIFICATE?

1. COMPLETE THE APPLICATION

- [<Online Application Form>](#)

2. PAY THE FEE

A. Payment Portal

Visa or Mastercard

- Go to the **Registration Renewal Payment Portal** on [the Board's website](#).
- Enter **<Payment Code>**, the payment code for this premises.
- Select Pay Fee.
- Follow the prompts and pay \$850.00.

B. Online Banking and Email

Bank Account

- Pay \$850.00 to the Pharmacy Registration Board of WA
 - BSB - 306 063
 - Account – 0851605
- Identify the transaction with **<Registration Number>**, the registration number for this premises.

- Email the payment record to Applications_Admin@pharmacyboardwa.com.au.

3. CERTIFICATE

Successful download of the **Certificate of Registration of Premises as a Registered Pharmacy** depends on your method of payment.

A. Payment Portal

- Available immediately after payment.

B. Online Banking and Email

- Available after payment is processed by the Board.

4. HOW TO DOWNLOAD THE CERTIFICATE

1. Go to the **Self Service Certificate Portal** on [the Board's website](#).
2. Enter <Email>, the pharmacy email address held by the Board for this premises.
3. Select Issue Certificate.

What if I need a current Certificate before my renewal is processed?

- As the renewal process has commenced, the Self Service Certificate Portal can only issue certificates to 30 June 2024.
- If you require a Certificate valid to 30 June 2023, you will need to contact the Assistant Registrar, details are shown below.

Any questions?

Contact my Assistant, Ms Sue Errington-Wood by:

- preferably, emailing Applications_Admin@pharmacyboardwa.com.au
- calling (08) 9328 4388.

Regards,

Guy Brandon
Registrar

PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

www.pharmacyboardwa.com.au

Applications_Admin@pharmacyboardwa.com.au

Phone (Switch): + 61 8 9328 4388

Level 4, 130 Stirling Street, Perth WA 6000 | PO Box 8124, Perth BC, WA 6849
